



*Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998*

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE GTP 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate GTP 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way,
Sanctuary Cove, QLD 4212, on
Thursday 29th February 2024, 11:00AM**

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

INDEX OF DOCUMENTS

- 1. NOTICE AND AGENDA OF MEETING**
- 2. INSTRUCTIONS FOR VOTING**
- 3. PROXY FORM**
- 4. VOTING [MOTIONS FROM AGENDA]**

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

Please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, SANCTUARY COVE QLD, 4212
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Sanctuary Cove Resort Act 1985

Section 27

Building Units and Group Titles Act 1980

Building Units and Group Titles Regulations 1998

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate GTP 202

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Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way,
Sanctuary Cove, QLD 4212, on
Thursday 29th February 2024, 11:00AM**

To avoid delaying commencement of the meeting, it would be appreciated if proxies and voting papers could be received by this office at least 24 hours prior to the meeting. However, proxies and voting papers will be accepted prior to the commencement of the meeting.

AGENDA

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status of RBC's
4. Recording of the meeting
5. Motions
 1. Approval of PBC EGM Minutes 30th November 2023 *Pg 13*
 2. Approval of PBC AGM Minutes 11th December 2023 *Pg 19*
 3. Fee for Service – Insurance Advisernet
 4. Approval of Electronic Voting and Meeting Notices
 5. Body Corporate – Strata Manager Services Agreement
 6. Approval for shuttle buses through residential zone during Boat Show *Pg 31*
 7. PBC EC Access to Records
 8. Approval of Debt Recovery Policy (version 15) *Pg 32*
 9. PBC intention to advise PTBC of guidelines regarding Independent Director
 10. Facilities – Landscape Upgrade – Schotia Park South *Pg 41*

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	8 January 2024	PBC	Residents	Informal meeting, feedback regarding Tornado <i>Pg 70</i>
2	30 January 2024	PBC Secretary	CEO	Correspondence regarding PBC Secretary role <i>Pg 72</i>

Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding

7. Business Arising

7.1 Asset Improvement Programme Update

7.2 Report & presentation from the manager responding to the eleven Recommendations and Actions from the notes from the informal meeting with the SC PBC MN 08/01/2024

7.3 Village update from MSCD

7.4 PBC Motions – March 2024

7.5 Next meeting to be held on 28th March 2024 @ 11:00am.

8. Closure of Meeting

VOTING PAPER

Extraordinary General Meeting for the Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way, Sanctuary Cove, QLD 4212

Date and time of meeting: Thursday 29th February 2024 – 11:00AM

Instructions

If you want to vote using this voting paper, then **circle or tick** either **YES, NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.

Motions

1 Body Corporate - Approval of Previous General Meeting Minutes – 30th November 2023 (Agenda Item 5.1)

Proposed by: Statutory Motion

THAT the Minutes of the PBC Extraordinary General Meeting held on 30th November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of Annual General Meeting Minutes – 11th December 2023 ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Annual General Meeting held on 11th December 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

3 Fee for Service – Insurance Advisernet (Agenda Item 5.3)

ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC accepts the Insurance Policy Fee for Service invoice from Insurance Advisernet for the management of insurance policies for the period 31/01/24 – 31/01/2025 in the amount of \$15,405 ex GST with the amount of \$2,311 ex GST being apportioned to the PTBC and the balance by the PBC.

This reflects a 15% increase on last year’s premium. It should be noted that no increase was taken for the past 2 years, and Insurance Mentor are assisting with several claims and therefore a higher than CPI increase has been levied.

Yes	
No	
Abstain	

4 Approval of Electronic Voting and Meeting Notices (Agenda Item 5.4)

Proposed by: PBC Chairperson

THAT in accordance with the Electronic Transactions (Queensland) Act 2001:

- a. The PBC consents to voters receiving notices of general meetings, notices of voting outside of Committee meetings, and voting papers, electronically, providing voters have given prior consent in writing to the Secretary; and
- b. Further that the PBC consent to voters casting their votes for general meetings and voting outside of Committee meetings, including secret ballots, electronically.

Yes	
No	
Abstain	

**5 Body Corporate – Strata Manager Services Agreement
(Agenda Item 5.5)**

Proposed by: PBC Chairperson

THAT the PBC approve and accept the proposed Strata Manager Services Agreement renewal between StrataMax and SCCSL, which result in favourable changes to the Strata Corporation Price Schedule which reflects either a reduction in pricing or maintaining the current pricing.

Yes	
No	
Abstain	

Managing Agent:

Service	Existing	New	Comments
StrataMax Fee	\$1,000 p/annum	\$1,000 p/annum	No change
Level 1 Support	\$120 p/hour	\$120 p/hour	No Change
Infrastructure Support	\$160 p/hour	\$160 p/hour	No Change
Project Management	\$160 p/hour	\$160 p/hour	No Change
Level 2/3 Support	\$160 p/hour	\$160 p/hour	No Change
Specialised Consultancy	\$200 p/hour	\$200 p/hour	No Change
Ongoing Training	\$160 p/hour or \$1,000 full day	\$160 p/hour or \$1,000 full day	No Change
Full Service	\$160 p/hour	\$160 p/hour	No Change
Software Conversion	\$160 p/hour	\$160 p/hour	No Change

StrataMax:

Service	Existing	New	Comments
StrataMax Licence Fee	Standard Fee: \$15.95 lot p/annum in advance Alternate Fee: \$15.95 lot p/annum in advance	Standard Fee: \$17.80 lot p/annum in advance Alternate Fee: \$14.50 lot p/annum in advance	New agreement price per lot p/annum reduced by 9.1%

Strata Pay:

Service	Existing	New	Comments
Aust Post – p/payment	Standard Fee: \$3.00 Alter Fee: \$1.60		New Agreement has (\$0.65) 41% reduction in transaction fees currently applied to owner payments made through the StrataPay Levy Collection System
BPAY – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
IVR – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Web – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Cheque payment – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
Direct Debit – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
EFT – p/payment	Standard Fee: \$1.60 Alter Fee: \$1.60		
C/C & Merch Fee - % of the payment amount	S/F: Visa 1.65% A/F: Visa 1.65%	S/F: Visa 1.65% A/F: Visa 1.65%	No Change
	S/F: M/Card 1.65% A/F: M/Card 1.65%	S/F: M/Card 1.65% A/F: M/Card 1.65%	No Change
	S/F: Amex 2.40% A/F: Amex 2.40%	S/F: Amex 1.65% A/F: Amex 1.65%	0.75% Reduction
	S/F: Diner 2.65% A/F: Diner 2.65%	S/F: Diner 2.65% A/F: Diner 2.65%	No Change
Dishonour or rejected	\$35.00	\$35.00	No Change
StrataPay payables	S/F: \$0.55 A/F: Free	S/F: \$0.55 A/F: Free	No Change

StrataCash:

Service	Existing	New	Comments
Period Payment Fee	\$2.20 per payment	\$2.20 per payment	No Change
Period Payment Est	\$15.00 per est	\$15.00 per est	No Change
Manual Intervention of Bureau Processing	\$10.00 per occasion	\$10.00 per occ	

6 Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.6)

Proposed by: PBC Chairperson

THAT the PBC EGM approves and accepts shuttle buses to transit through the residential zone during the 2024 Sanctuary Cove International Boat Show. The shuttle will commence from an event car park located off Sickle Avenue into the cove to cater for Village tenants and hotel staff and potentially other additional stakeholder groups as required.

Yes	
No	
Abstain	

Annexure A – attached

Rationale Motion 7

Under the Sanctuary Cove Resort Act 1985 (SCRA) the Principal Body Corporate Executive Committee members (PBC EC) are required to perform their powers, authorities, and functions to fulfil their expected roles. To ensure financial, budgetary, and governing decisions of the PBC are executed, access to reports and records is a necessary component of the EC members’ fiduciary duty.

Unlike previous years, when the Secretary’s and Treasurer’s positions were appointed and held by the Sanctuary Cove Body Corporate Services Manager, the 2024 duly elected persons do not have ready access to current and archived documents.

s36 SCRA deals with the rights of PBC and RBC members or their agents to access certain records, similar to the requests made by a legal practitioner on behalf of a purchasing client. A fee is charged for the provision of copied documents. SCRA is silent on the rights of a PBC EC member to access records with or without payment.

Reg. 232 s204 of the Body Corporate and Community Management Act 1997 (BCCMA) states:

- (i) *The body corporate must allow all members of its committee reasonable access without payment of a fee to the body corporate’s records.*

7 PBC EC Access to Records (Agenda Item 5.7)

Proposed by: PBC Chairperson

That the PBC grants to the PBC EC members timely access to records of the PBC and its subcommittees without payment of a fee. Any specific record requested by an EC member that is stored electronically may be provided digitally in lieu of a physical copy.

Yes	
No	
Abstain	

8 Approval of the Debt Recovery Policy (Version 15 - Agenda Item 5.8)

Ordinary Resolution

Proposed by: The Chairperson

RESOLVED That the PBC EGM adopts the BC-25 Debt Recovery Policy Version 15 as attached to this Meeting Notice as **ANNEXURE 'A'**.

That the Proprietors of PBC Titles Plan 202, **FURTHER RESOLVED** pursuant to the *Building Units and Group Titles Act 1980* for the purpose of collecting levy contributions to authorise the Body Corporate Manager (pursuant to section 50 of the Act) and/or the Committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, water including penalties, interest, legal and other costs;
- b. to retain legal representation of Grace Lawyers Pty Ltd on behalf of the Proprietors - PBC Group Titles Plan 202;
- c. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings on behalf of the Body Corporate against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Yes	
No	
Abstain	

PREAMBLE Motion 9

Background

Sanctuary Cove Community Services Limited (SCCSL) is an unlisted public company that was established in 2006 as a holding company for the exclusive provision of body corporate services, facilities management, and security services to the Sanctuary Cove Resort body corporates (established under SCRA 1985).

SCCSL is owned by the Principal Body Corporate (PBC) and the Primary Thoroughfare Body Corporate (PTBC) as equal shareholders.

However, the PBC and Residential Body Corporates (RBCs) directly and indirectly contribute 82% of the total SCCSL management fees and 94% of security costs. These body corporates contribute 47% of the PTBC funds through the PBC's proportional membership on the PTBC.

As stated in the preamble to Motions 2 at the PBC's last EGM, Clause 5.5 of the Shareholders Agreement (SHA) states that the Board of SCCSL may, by agreement of the shareholders, consist of a maximum of up to five directors.

That is, two Directors nominated by the PBC and two nominated by the PTBC. A further Independent Director may also be appointed who is paid by the company to fulfill this role. In recent years there has been one nominee director from each shareholder plus one Independent Director; a total of three directors.

The shareholders may, but are not obligated to, have an independent director. The last Independent Director retired in December 2023.

Any director can be elected as the Chair by the board and the chair has a casting vote in the event of a deadlock.

At its last EGM the PBC passed a motion to nominate EC Member, Paul Kernaghan as an additional director nominated by the PBC. Subject to the required notice period and other formalities, he will join the PBC Chair, Stuart Shakespeare, on the board.

On the day after the last PBC EGM, the PTBC at its EGM passed motions to reappoint its chairperson, Stephen Anderson, as a director of SCCSL and to appoint an additional director to represent the PTBC, Barry Teeling. Both are Mulpha representatives on the PTBC. The PBC's representative on the PTBC, the Chair Stuart Shakespeare, supported both of these motions.

Subject to the formalities there will be four directors on the SCCSL in the near future.

The PBC and the PTBC now need to decide whether they wish to have an independent director.

Concerns with the appointment of an Independent Director

1. Notwithstanding the duty of the SCCSL directors to act in the best interests of the company, it seems unreasonable that an Independent Director, with no financial or social commitment to Sanctuary Cove, can potentially vote against the wishes and interests of the PBC shareholder who represent the residential lot owners.

2. If the board requires the vote of an Independent Director on many matters, it may not be functional or constructive. Board directors work best when they seek to achieve consensus. Regardless, there are dispute resolution provisions in the SHA that alleviate the need for an Independent Director to play referee.
3. If the PBC agrees to have an Independent Director, it foregoes its right to exercise the dispute resolution provisions in the SHA.
4. It is extremely challenging to recruit a quality Independent Director who has knowledge of the Sanctuary Cove Resort Act, understands the challenges of body corporate governance, and comprehends the unique aspects of Sanctuary Cove.
5. During 2023 the Independent Director presided over and voted at board meetings without the presence of one nominee director from the PBC, therefore not conforming with the requirement for a quorum stipulated in the SHA. Since May 2023, there appear to have been five board meetings conducted on this basis.
6. The last Independent Director's term expired in August 2023. Contrary to the provisions of the SHA, he continued to act as a director until his retirement in December.
7. Although it could be argued that an Independent Director can act as a conciliator where a potential impasse between the directors is foreseen, the vote of the Independent Director to resolve an impasse has been necessary only once over many years. The cost to the shareholders over this period amounts to several hundred thousand dollars.
8. The PBC and the PTBC are equal partners in SCCSL. Successful partnerships survive on mutual respect and collaborative working relationships. A partnership that requires the constant presence of an independent person to break ongoing deadlocks reduces the incentive to work together harmoniously in the long term.

Informal Resolution

Informal communications with the PTBC have been initiated by the PBC Chairman concerning this motion. The exchanges have been respectful and constructive. The motion does not maintain that there not be an Independent Director. It proposes that there be a trial period and an assessment before a decision is made by the shareholders. Agreement on this process is yet to be achieved but the PBC Chairman remains open to further discussion and communication with the PTBC.

9 PBC intention to advise PTBC of guidelines regarding Independent Director (Agenda Item 5.9)

Proposed by: PBC Chairperson

That the PBC members advise the PTBC members of their intention to seek:

1. A trial period of twelve months without an Independent Director on the SCCSL board, with a review before the end of the period to assess the effective operation of the board.
2. Should it be required, the board to consider, agree, and document a meritorious process for the selection and appointment of an Independent Director.
3. A rotating chairperson on the board that alternates between a PBC and a PTBC director on an annual basis with the first chair being the PTBC nominee, Stephen Anderson, who would commence in this position at the start date of the trial period.
4. In the spirit of openness and transparency, the SCCSL Secretary provides to the board members a brief monthly report summarising matters dealt with between the CEO and the Chairperson in between board meetings.

Yes	
No	
Abstain	

**10 Facilities – Landscape Upgrade – Schotia Park South
(Agenda Item 5.10)**

Proposed by: PBC Chairperson

THAT the PBC EGM agrees to expend \$53,184.45 Inc GST plus a 10% contingency in the amount of \$5,318.45 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P56 – Schotia Park South Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

Yes	
No	
Abstain	

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

FURTHER THAT the PBC EGM agrees to expend \$41,395.75 Inc GST plus a 10% contingency in the amount of \$4,139.58 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P56 – Schotia Park South Garden. Funds to be expensed to Admin – 12421 – Mulch

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

GTP: 202 **Lot Number:** _____ **Unit Number:** _____

I/We require that this voting paper, completed by me/us be recorded as my/our vote in respect of the motions set out above.

Name of voter: _____

Signature of voter: _____ **Date:** _____



MINUTES OF PBC EXTRAORDINARY GENERAL MEETING for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services Office
Masthead Way, Sanctuary Cove QLD 4212

Date and time of meeting: Thursday 30th November 2023

Meeting time: 11:04AM – 11:40AM

Chairperson: Chairperson – Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot: Adelia GTP107360 Owner: Adelia GTP 107360 Rep: Mr Gary Simmons
Lot: Araucaria GTP 1790 Owner: Araucaria GTP 1790 Rep: Mrs Caroline Tolmie
Lot: Alyxia GTP 107456 Owner: Alyxia GTP 107456 Rep: Mr Stephen Anderson
Lot: Alphitonia GTP 107509 Owner: Alphitonia GTP 107509 Rep: Mr Stephen Anderson
Lot: Justicia GTP 107472 Owner: Justicia GTP 107472 Rep: Mr Stephen Anderson
Lot: Banksia Lakes GTP 107278 Owner: Banksia Lakes GTP 107278 Rep: Mr Andrew Brown
Lot: Cassia GTP 1702 Owner: Cassia GTP 1702 Rep: Mr Peter Cohen
Lot: Colvillia GTP 2504 Owner: Colvillia GTP 2504 Rep: Mr Robert Nolan
Lot: Darwinia GTP 107488 Owner: Darwinia GTP 107488 Rep: Mrs Jane Burke
Lot: Felicia GTP 107128 Owner: Felicia GTP 107128 Rep: Mr Stuart Shakespeare
Lot: Livingstonia GTP 1712 Owner: Livingstonia GTP 1712 Rep: Mr Brian Earp
Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut
Lot: Schotia Island GTP 107106 Owner Schotia Island GTP 107106 Rep: Mr Wayne Bastion
Lot: Tristania GTP 107217 Owner: Tristania GTP 107217 Rep: Mr Mark Winfield
Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP 1703 Rep: Mr Anthony Ellingford
Lot: Woodsia GTP 107353 Owner: Woodsia GTP 107353 Rep: Mr Gary Peat
Lot: 20 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 81 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present by Voting Paper and In Person:

Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP 1703 Rep: Mr Anthony Ellingford
Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present by Voting Paper:

Lot: Alpinia GTP 107209 Owner: Alpinia GTP 107209 Rep: Mrs Dianne Taylor
Lot: Bauhinia GTP 1701 Owner: Bauhinia GTP 1701 Rep: Mr Richard Sherman
Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Cheryl McBride
Lot: Harpullia GTP 107045 Owner: Harpullia GTP 107045 Rep: Mr Paul Kernaghan
Lot: Caladenia GTP 107399 Owner: Caladenia GTP 107399 Rep: Mr Tony McGinty

The following members were present by Proxy:

Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Cheryl McBride

The following members were present by Proxy however unable to vote:

Present by Invitation:

Mr Dale St George, PBC Secretary

Ms Jodie Cornish, Manager Body Corporate, SCBCS (Minute Taker)

Apologies:

Mrs Dianne Taylor

Mrs Cheryl McBride

Mr Paul Kernaghan

Mt Tony McGinty

Mr Richard Sherman

Mr Michael Longes

Mrs Shawlene Nefdt

Mr Peter Game

Mr Nabil Issa

The following members were not financial for the meeting: **NIL**

A quorum was present.

The Meeting was recorded.

Motions

1	Body Corporate - Approval of Previous General Meeting Minutes – 26th October 2023 (Agenda Item 5.1)	CARRIED
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Proposed by: Statutory Motion

RESOLVED That the Minutes of the PBC Extraordinary General Meeting held on 26 th October 2023 be accepted as a true and correct record of the proceedings of the meeting.	Yes	24
	No	0
	Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia			
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia				MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

2 Body Corporate – Election of EC positions be an open ballot (Agenda Item 5.2) WITHDRAWN

Proposed by: PBC Chairperson

RESOLVED The PBC approves the forthcoming election of EC positions be conducted as an open ballot in accordance with the SCRA Schedule 3 (three), Sections 2 (two) and 6 (Six) and a motion be put to the November PBC EGM seeking its agreement to do so.

Yes	
No	
Abstain	

NOTE:

- At approximately 11:15am Brogan Watling (In-house Counsel) briefly attended the meeting to explain the election process and that a poll vote cannot apply.
- The Secretary advised the Chairperson that the voting papers went out last Monday and in the absence of a PBC decision to the contrary, this had to be based on a secret ballot and that some votes had already been received.
- After some discussion the motion was withdrawn by the Chairperson.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Justicia			
Alpinia				Harpullia			
Alyxia				Livingstonia			
Alphitonia				Molinia			
Araucaria				Plumeria			
Ardisia				Roystonia			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD Lot 20 (S)			
Darwinia				MSCD Lot 81 (S)			
Felicia				MSCD Lot 83 (M)			

3 Body Corporate – Landscaping Upgrade (Agenda Item 5.3) CARRIED

Proposed by: PBC Chairperson

RESOLVED That the PBC agrees to expend \$72,249.80 Inc GST plus a 10% contingency in the amount of \$7,224.90 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P52 – Marine Drive North Buffer Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

FURTHER RESOLVED That the PBC agrees to expend \$58,712.50 Inc GST plus a 10% contingency in the amount of \$5,871.25 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P52 – Marine Drive North Buffer Garden. Funds to be expensed to Admin – 12421 – Mulch

Yes	24
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia			
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia				MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

6. Correspondence for Information/Action:

- A question was raised about the referee's decision to dismiss the application on the parking of vehicles on and in front of 7100. The Secretary explained that the Secondary Thoroughfare By-Laws require a minor amendment which will be actioned. Once passed by the PBC and gazetted, a new application will be made to the referee.

7. Business Arising

- The Chairperson (SS) explained moving forward that any comments or discussion MNs wished to make without notice can be made after he closes the meeting. This ensures only brief details are recorded in the minutes and not long transcripts of general conversation.
- The MN for Washingtonia (AE) handed out communication on his behalf regarding Motion 4 Legal Expenditure for the meeting to be held on 11th December 2023 to circulate to all Members Nominees.

7.1 Asset Improvement Programme Update – DGS:

- The Adelia (Address) gates will commence 15 January 2024.

7.2 Village and other updates from MSCD

- The Chairperson (SS) expressed disappointment with the number of MNs that attended the Mulpha presentation on 29 November 2023. He mentioned it was well presented with several Mulpha's key people attending. Mulpha were open about their goals and what they are trying to achieve. A similar presentation is planned for a town meeting early next year. The MNs were encouraged by the Mulpha representative (SA) to provide feedback and requested this be done via the PBC chair
- The Village gates will commence after the boat show due to some small issues that need to be addressed. A requested for the existing gates to be painted in the interim because they are unsightly. DSG said he would investigate it.
- The MN for Cassia (PC) mentioned the blue fence has looked poorly since installation and has requested whether this could be painted as it detracts from the entrance at the Village Gates. DSG informed he will investigate this also.

7.3 Next meeting to be held 11 December 2023 @ 11:00.

MEETING CLOSED @ 11:40am

Chairperson:



MINUTES OF PBC ANNUAL GENERAL MEETING for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services Office
Masthead Way, Sanctuary Cove QLD 4212

Date and time of meeting: Monday 11th December 2023

Meeting time: 11:00AM – 11:40AM

Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot: Alyxia GTP 107456 Owner: Alyxia GTP 107456 Rep: Mr Stephen Anderson
Lot: Alphitonia GTP 107509 Owner: Alphitonia GTP 107509 Rep: Mr Stephen Anderson
Lot: Justicia GTP 107472 Owner: Justicia GTP 107472 Rep: Mr Stephen Anderson
Lot: Araucaria GTP 1790 Owner: Araucaria GTP 1790 Rep: Mrs Caroline Tolmie
Lot: Banksia Lakes GTP 107278 Owner: Banksia Lakes GTP 107278 Rep: Mr Andrew Brown
Lot: Bauhinia GTP 1701 Owner: Bauhinia GTP 1701 Rep: Mr Richard Sherman
Lot: Caladenia GTP 107399 Owner: Caladenia GTP 107399 Rep: Mr Tony McGinty
Lot: Cassia GTP 1702 Owner: Cassia GTP 1702 Rep: Mr Peter Cohen
Lot: Darwinia GTP: 107488 Owner: Darwinia GTP 107488 Rep: Mrs Jane Burke
Lot: Felicia GTP 107128 Owner: Felicia GTP 107128 Rep: Mr Stuart Shakespeare
Lot: Harpullia GTP 107045 Owner: Harpullia GTP 107045 Rep: Mr Paul Kernaghan
Lot: Livingstonia GTP 1712 Owner: Livingstonia GTP 1712 Rep: Mr Brian Earp
Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut
Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Cheryl McBride
Lot: Schotia Island GTP 107106 Owner Schotia Island GTP 107106 Rep: Mr Wayne Bastion
Lot: Tristania GTP 107217 Owner: Tristania GTP 107217 Rep: Mr Mark Winfield
Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP 1703 Rep: Mr Tony Ellingford
Lot: Woodsia GTP 107353 Owner: Woodsia GTP 107353 Rep: Mr Gary Peat
Lot: 20 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 81 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present In Person and by Voting Paper:

Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut
Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP1703 Rep: Mr Tony Ellingford
Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present by Voting Paper:

Lot: Adelia GTP 107360 Owner: Adelia GTP 107360 Rep: Mr Gary Simmons
Lot: Fuschia GTP 107432 Owner: Fuschia GTP 107432 Rep: Mr Nabil Issa
Lot: Colvillia GTP 2504 Owner: Colvillia GTP 2504 Rep: Mr Robert Nolan
Lot: Alpinia GTP 107209 Owner: Alpinia GTP 107209 Rep: Mrs Dianne Taylor

The following members present by Proxy:

Lot: Corymbia GTP 107406 Owner: Corymbia GTP 107406 Rep: Mrs Shawlene Nefdt to Mrs Cheryl McBride

Present by Invitation:

Mr Dale St George, PBC Secretary
Mrs Jodie Syrett, Manager of Body Corporate, SCBC

Apologies:

Mr Gary Simmons
Mr Nabil Issa
Mr Robert Nolan
Mrs Dianne Taylor
Mrs Shawlene Nefdt
Mr Michael Longes
Mr Peter Game

Quorum

The Secretary declared a quorum was present.

No conflict of interest declared by members of the meeting.

The meeting agreed to appoint Mr Stuart Shakespeare as the Chairperson for the December 2023 PBC AGM.

MOTIONS

1 Financial Statements Year Ending 31 October 2023 CARRIED

Proposed by: the Chairperson

That the Principal Body Corporate:

(a) accepts that the body corporate is a non-reporting entity and that to the best of the knowledge and belief of the Members of the body corporate, would remain so in the current financial year; and

(b) approves and adopts the audited Statements of Income and Expenditure for the year ending 31 October 2023 showing a deficit of \$1,063,411.06 in the Administration Fund and a deficit of \$2,562,619.14 in the Sinking Fund, together with the Statement of Assets and Liabilities as at 31 October 2023 showing total Net Assets (accumulated funds) of \$7,132,860.34.

Note:

The PBC Administrative Fund Balance year ending 31 October 2023 is \$806,104.11 given the carried forward balance of \$1,869,515.17 from the previous year. The PBC Sinking Fund Balance year ending 31 October 2023 is \$6,326,756.23

Yes	25
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia			
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia			X
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

2 No Appointment of Auditor

DEFEATED

Proposed by: Statutory Motion

That pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985, and in accordance with the provisions of Part 2 of the Second Schedule Sections 1(5A), 1(5B) and 1(5C) of the Building Units and Group Titles Act 1980 the accounts of the body corporate relating to the financial year ending 31 October 2024 not be audited.

Yes	1
No	24
Abstain	1

Please note: If you want the accounts to be audited, vote NO.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia		X	
Adelia		X		Justicia		X	
Alpinia	X			Harpullia		X	
Alyxia		X		Livingstonia		X	
Alphitonia		X		Molinia			
Araucaria		X		Plumeria		X	
Ardisia				Roystonia		X	
Banksia Lakes		X		Schotia Island		X	
Bauhinia		X		Tristania		X	
Caladenia		X		Washingtonia		X	
Cassia		X		Woodsia		X	
Colvillia			X	Zieria			
Corymbia		X		MSCD Lot 20 (S)		X	
Darwinia		X		MSCD Lot 81 (S)		X	
Felicia		X		MSCD Lot 83 (M)		X	

Proposed by: Statutory Motion

That pursuant to Section 27(5) of the Sanctuary Cove Resort Act 1985 and Part 2 of the Second Schedule Section 1(5) (ba) of the Building Units and Group Titles Act 1980, auditors PKF Chartered Accountants to conduct the audit of the body corporate financial records for the financial year ending 31 October 2024 at a cost of \$4,906 inc GST.

Yes	25
No	0
Abstain	1

Note: Price has increased \$445 from last year.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			X
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia			
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

Proposed by: the Chairperson

Preamble In order for the PBC to better control escalating legal expenditure as evident in the budget for 2024 estimated to be \$150k (an increase of 114%) and to effectively respond to urgent legal matters, the following resolution is proposed.

Yes	16
No	10
Abstain	0

Note: This is a revision of Motion 4 passed September 2021.

RESOLVED That the PBC, noting the recommendation of the PBC EC, agrees that, in accordance with its Terms of Reference and Clauses 3.3 and 4.1 of the Administration and Management Agreement 2022, the Manager will not initiate the commissioning of any legal advice on, site wide PBC or PBC EC related matters without the authorisation of the PBC EC. In seeking approval from the EC for such commissioning, the Manager will provide to and seek comments from the EC members in relation to the detailed briefing to be given to the legal advisors. For avoidance of doubt, legal advice sought on any matter that will be paid for using PBC funds and impact the PBC budget is included in this resolution.

Note Below are authorisation limits. Compliance means any expenditure above referral's to BCCM or QCAT that will require legal advice.

\$ amounts below are cumulative.

- \$ 0 to \$5k CEO (Routine i.e. Debtors and Compliance)
- \$5k - \$15k CEO and PBC Chairperson
- \$15k - \$50k CEO PBC Chairperson and Treasurer
- \$50k to budgeted amount, Full EC
- \$ Over budget, PBC

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Justicia		X	
Alpinia	X			Harpullia	X		
Alyxia		X		Livingstonia	X		
Alphitonia		X		Molinia			
Araucaria		X		Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island		X	
Bauhinia	X			Tristania		X	
Caladenia		X		Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia	X			MSCD Lot 20 (S)		X	
Darwinia	X			MSCD Lot 81 (S)		X	
Felicia	X			MSCD Lot 83 (M)		X	

Proposed by: Statutory Motion

That the PBC accepts moving the renewal date for Insurance from 31/01/2024 to 31/12/2023. The PBC will be credited for the unused portion of premium (January). By moving the renewal date, allows for a more cohesive delivery of renewal terms.

Note: The total cost for the Insurance Policy for 2023/2024 is \$299,960 which sees an increase of \$22,499. However, allowing a credit of \$21,949.43 for the month owing in January.

Yes	26
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			Molinia			
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			
Corymbia	X			MSCD Lot 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

ELECTION OF PBC EXECUTIVE COMMITTEE

As there were two (2) nominations received for the PBC Chairperson, a secret ballot was conducted to duly elect the Chairperson of the PBC Executive Committee. At the end of the count, the Chairperson advised the meeting of the results of the secret ballot, being:

- Mr Stuart Shakespeare 17 votes and Mr Mick McDonald 10 votes.

As only one (1) nomination was received for the position of Secretary, Mr Brian Earp was elected unopposed to the role of PBC Secretary at the meeting.

As only one (1) nomination was received for the position of Treasurer, Mr Anthony Ellingford was elected unopposed to the role of PBC Treasurer at the meeting.

As there were twelve (12) nominations received for the 4 (4) available Ordinary Committee Member on the PBC Executive Committee positions, a secret ballot was conducted to duly elect Ordinary Committee Members to the PBC Executive Committee. In accordance with Schedule 3, (9) of the

Sanctuary Cove Resort Act, the Chairperson delegated duties under Schedule 3, (9) (4) to the Secretary.

The secret ballot was conducted in view of all present at the meeting acting in the capacity of scrutineers.

At the end of the count, the Chairperson advised the meeting of the results of the secret ballot, being:
- Mr Nicholas Eisenhut 23 votes, Mrs Cheryl McBride 18 votes, Mr Peter Cohen 16 votes, Mr Paul Kernaghan 14 votes, Mr Tony McGinty 12 votes, Mr Stephen Anderson 11 votes, Mr Wayne Bastion 11 votes, Mr Mick McDonald 11 votes and Mr Mark Winfield 10 votes.

The following successful nominees are duly elected to their respective positions on the Principal Body Corporate Executive Committee as follows:

- Chairman:* Mr Stuart Shakespeare
- Secretary:* Mr Brian Earp
- Treasurer:* Mr Anthony Ellingford
- Executive Committee* Mr Nicholas Eisenhut
Mrs Cheryl McBride
Mr Peter Cohen
Mr Paul Kernaghan

As only one (1) nomination was received from the floor for the PBC Members Nominee to the PTBC, Mr Stuart Shakespeare was duly appointed to the role.

GENERAL BUSINESS

MEETING CLOSED

Chairperson:

GENERAL INSTRUCTIONS

EXTRAORDINARY GENERAL MEETING NOTICE

INTERPRETATIONS

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

VOTING RIGHTS Any powers of voting conferred by or under this part may be exercised:

- (a) in the case of a proprietor who is an infant-by the proprietor's guardian;
- (b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property;
- (c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the *Sanctuary Cove Resort Act 1985*, sets out the following interpretation for:

SPECIAL RESOLUTION

'Special Resolution' means a resolution, which is:

- (a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

Part 3, Division 2B, 47D of the *Sanctuary Cove Resort Act 1985*, sets out the following for proxies for General meetings of the Principal Body Corporate:

APPOINTMENT OF PROXY

- (a) must be in approved form; and
- (b) must be in the English language; and
- (c) cannot be irrevocable; and
- (d) cannot be transferred by the holder of the proxy to a third person; and
- (e) lapses at the end of the principal body corporate's financial year or at the end of a shorter period stated in the proxy; and
- (f) may be given by any person who has the right to vote at a general meeting; and
- (g) subject to the limitations contained in this division, may be given to any individual; and
- (h) must appoint a named individual.

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary
Address of scheme: C/- Sanctuary Cove Principal Body Corporate, PO Box 15,
SANCTUARY COVE, 4212

Section 2 – Authorisation

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space, please attach separate sheets.

I/we

Name of owner 1:

Signature: **Dated:** ___ / ___ / ___

Name of owner 2:

Signature: **Dated:** ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

.....

hereby appoint,

Proxy (full name):

as my/our proxy to vote on my/our behalf (*including adjournments*) at (please tick **one**)

The body corporate meeting to be held on ___ / ___ / ___

All body corporate meetings held before ___ / ___ / ___ (*expiry date*)

All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment.

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: **Dated:** ___ / ___ / ___

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**

Information about Proxies

This page is for information only and not part of the prescribed form.

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your proxy.

To authorise a proxy, you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence. Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners' corporations must keep the copy of the Proxy authorisation for 12 months.

**MOTION
INFORMATION**

17th December 2023

To the Secretary of the Sanctuary Cove PBC,

RE: Approval for shuttle buses to transit through the residential zone during the Sanctuary Cove International Boat Show

In 2024, onsite car parking for the Sanctuary Cove International Boat Show (SCIBS) will be further limited due to development works scheduled to commence. As such, Mulpha Events is proposing to develop an event car park on the 'Admin Zone' located off Sickle Avenue, to cater for Village tenants and hotel staff, and potentially some other additional stakeholder groups as available/required.

To ensure a positive outcome for this new initiative, we wish to formally request approval for the shuttle buses to transfer through the residential gates between the hours of 7.00am to 7.30pm. This will ensure a quicker transfer for staff and ease congestion of Sanctuary Cove Boulevard during peak times. Shuttle buses will not stop during their route through the residential areas.

This shuttle bus service will run during show days from Thursday 23rd to Sunday 26th May 2024.

We look forward to your response and would welcome the opportunity to discuss further if required.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Corey Rattray-Wood'.

Corey Rattray-Wood
Senior Events Manager – Mulpha Events

P: 0417 785 209

E: crattraywood@mulpha.com.au



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

BACKGROUND

Bodies Corporate in Sanctuary Cove are responsible for the management of their budgets, including the setting of levy contributions.¹

The proprietors each pay an **Administrative Fund contribution**, in accordance with an approved Administrative Fund Budget, that adequately caters for the day-to-day maintenance and management of the Body Corporate, and a **Sinking Fund contribution** in accordance with an approved Sinking Fund Budget, where applicable.²

Bodies corporate may also strike levies in relation to charges for the **Supply of Water** to each Lot, including other costs reasonably incurred in respect to or arising out of connection with the water supply and administration of the supply.³

Bodies corporate may, from time to time, also charge for services related to matters such as the mowing of vacant lots. These charges are incurred by Lot Owners in accordance with the by-laws and policies adopted by the various bodies corporate within Sanctuary Cove, including the Sanctuary Cove Principal body corporate (PBC)⁴, such as the **Vacant Lot Mow Policy**.

Any costs, charges or expenses (including legal costs on a full indemnity basis or solicitor or own client basis, whatever is the higher) associated with enforcing by-laws or recovering levies, fees or other costs may also be recovered by a body corporate.⁵

POLICY PURPOSE

Sanctuary Cove Body Corporate Services Pty Ltd (the Company) has been given authority by each of the Bodies Corporate to administer the financial position of the body corporate, including the recovery of outstanding amounts due to the body corporate.

The Company’s Accounts Receivable/ Debt Collection standards require accounts outstanding to be kept to a minimum through internal collection and also the use of professional debt collection services where required. The Company’s standards are designed to portray a consistent image of professionalism and for this reason must be strictly adhered to.

¹ Section 32, Building Units and Group Titles Act 1980

² Section 38, Building Units and Group Titles Act 1980

³ Sanctuary Cove Principal body corporate Residential Zone Activity By-Law 9

⁴ Section 30, Building Units and Group Titles Act 1980

⁵ Section 38A(c), Building Units and Group Titles Act 1980; and Sanctuary Cove Principal body corporate Residential Zone Activity By-Law 8



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

Outstanding accounts may include, but not be limited to; levies on arrears, water recoverable, by-law charges and other amounts invoiced.

PROCEDURE

INTERNAL DEBT COLLECTION

The following procedures are to be followed:

- 1- After 10 days from Receivables being due, the Company's Accounts Department are to issue **Arrears Notice** advising of missed payment, and request that payment be made within 7 working days from the date of the **Arrears Notice**.
- 2- After a further 20 working days, the Company's Accounts Department are to forward the details of the overdue account/s to a **Professional Debt Collection** agency under instruction to proceed directly to legal collection.

EXTERNAL DEBT COLLECTION

The Professional Debt Collection agency will, once our request to proceed to legal action is received, conduct an ownership search and send a **Letter of Demand** for payment within 7 days. The cost of this activity will be on-charged to the lot owner.

On the 8th day, the Professional Debt Collection agency will contact the Accounts department to enquire if a **Payment has been received** or a **Suitable Payment Arrangement** ⁶ entered into with the lot owner. Any fees related to this activity will be on-charged to the lot owner.

On confirmation of the non-payment, the Professional Debt Collection agency will proceed to have a **Claim Lodged** ⁷ against the lot owner. Any fees related to this activity will be on-charged to the lot owner.

The lot owner has 28 days from the date of effective service to pay the arrears in full otherwise a **Decision** ⁸ will be filed. Any fees related to this activity will be on-charged to the lot owner.

Once a **Decision** (converted to a Judgement for Enforcement) is received the issuance of **Statutory Demand/Bankruptcy** or **Writ Notices** is the next step which may include seizure of assets. Any fees related to this activity will be on-charged to the appropriate body/entity.

⁶ Suitable Payment Arrangement *means* a minimum of 50% of the outstanding amount paid immediately, with the balance paid in instalments within time frame accepted exclusively by the body corporate committee.

⁷ Claim Lodged means the issuing of a Claim & Statement of Claim or alternate legal instrument within a competent jurisdiction.

⁸ Decision *means* the determination of a competent jurisdiction in favour of the body corporate



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

REVIEW OF OUTSTANDING ACCOUNTS

The Company's Accounts Department is to prepare an "Aged Balance Report" each month, including notes regarding the current collection status of the overdue levies including those under external recovery. The Company's Accounts Department, and body corporate Secretary/Treasurer or CEO are to meet each month to review bodies corporate outstanding accounts.

At each body corporate formal meeting, the Company's Accounts Department will provide a copy of the Aged Balance Report with details of the current action being undertaken for recovery of outstanding amounts.

OFFSETS

An owner does not have a right of offset for costs charged ⁹. A lot owner must pay contributions properly levied by the body corporate and does not have a right to reduce the contribution owed to the body corporate as a result of a dispute (offset), even if the body corporate has an obligation to pay the amount claimed.

In other words, an owner cannot determine that it will pay part of an amount owed to a body corporate because they believe they are owed money, or believe they do not owe money, to a body corporate.

If an owner does believe they are owed money or believes they do not owe money to a body corporate, they must pay the full amount levied by the body corporate, and then complete a **Claim for Monies Owed - Form 23** and issue it to the body corporate. The body corporate will then consider the claim, and if justified, issue a credit against the Lots account.

MISSED DISCOUNTS

Lot Owners are encouraged to ensure:

- A. their Address for Notice information held by the body corporate is accurate; and
- B. all amounts owed to the body corporate are paid on or before the due date.

Most bodies corporate in Sanctuary Cove have applied a levy surcharge (sometimes referred to as a Levy Discount) for payment of levies made on or before the due date ¹⁰. The Levy Discount can be up to an additional 20% of the levy amount, depending on the levy set by your body corporate.

A Lot Owner must submit a **Claim for Monies Owed - Form 23** in order for the body corporate to properly consider crediting for a missed discount.

⁹ Referee's Order of BCCM Application 0741-2011

¹⁰ Section 38B (4), Building Units and Group Titles Act 1980



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

Administration and Sinking Fund Levies are due on the following days each year:

- 1st November
- 1st February
- 1st May
- 1st August

Other levies such as Water Levies are due on the day stated on the levy notice.

It is an obligation of a Lot Owner to ensure their Address for Notice information held by the body corporate is accurate.

If an owner wants to change the Address for Notice information, they must complete a **Change of Address – Form 9** and submit it to the body corporate without delay.

The body corporate will ONLY issue levy notices to the address or addresses it has been properly notified as being the Address for Notice.

WATER LEVIES AND WATER RELIEF

Bodies Corporate in Sanctuary Cove will issue invoices for the provision of water to Lot Owners on a regular basis. Water invoices will be issued to the Address for Notice which has been provided to the body corporate.

It is the obligation of the Lot Owner to ensure that the body corporate has the correct Address for Notice. Should a Lot Owner wish to change the address or addresses the body corporate has on record, the Lot Owner must submit a **Change of Address – Form 9** to the body corporate offices.

If a lot owner reasonably believes their water bill is excessive, and/or they are entitled to water relief in accordance with the PBC Water Relief Policy, the Lot Owner/Occupier must complete a **Request for Water Relief – Form 10**.¹¹

Upon receipt of a request for water relief, any Debt Recovery activity will be placed on hold while an investigation is undertaken.

Once the body corporate has formally responded to the Request for Water Relief, any remaining outstanding balance on the account must be paid within seven (7) days of the formal advice, otherwise debt recovery activity will commence for recovery of the outstanding balance.

¹¹ Please contact the body corporate offices for a Fact Sheet on the PBC Water Relief Policy and Form 10



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

COSTS

The authority for a body corporate to charge for costs associated with the recovery of outstanding amounts is determined by legislation. Any costs, charges or expenses (including legal costs on a full indemnity basis or solicitor or own client basis, whatever is the higher) associated with enforcing by-laws or recovering levies, fees or other costs may also be recovered by a body corporate.¹²

The costs associated with recovery of outstanding amounts will vary depending on the activity required.

Activity (sometimes referred to as Unit) costs incurred by the Professional Debt Recovery agency, solicitors, or other professional bodies, will depend on the complexity of the matter.

Costs associated with disbursements will be charged at the prevailing rate of the entity making those charges.

A Scale of Charges is detailed in the attachment – **Scale of Debt Recovery Charges**. All costs charged by a body corporate are considered to be within acceptable industry standards.

If a Lot Owner reasonably believes that the costs associated with recovery of outstanding amounts is excessive, the Lot Owner must complete a **Claim for Monies Owed - Form 23** and include details of why the amounts charged are considered excessive.

If a Lot Owner continues to contest those charges incurred are unreasonable or excessive after a response has been received by the body corporate supporting the costs, the Lot Owner has a right to challenge the costs by way of an application to an appropriate authority against the body corporate.

PAYMENT ARRANGEMENTS

If a Lot Owner wished to enter into a payment arrangement with a body corporate, the Lot Owner must complete a **Payment Arrangement – Form 22**.

Costs incurred by a body corporate up to the point where they have approved a Payment Arrangement, including costs associated with the Professional Debt Recovery agency and any other external agencies, will be included in the amount owed by the Lot Owner.

Costs related to seeking approval of the body corporate to enter in to a Payment Arrangement will be on-charged to the lot owner.

¹² Section 38A(c), Building Units and Group Titles Act 1980; and Sanctuary Cove Principal body corporate Residential Zone Activity By-Law 9



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024

RIGHT TO APPEAL

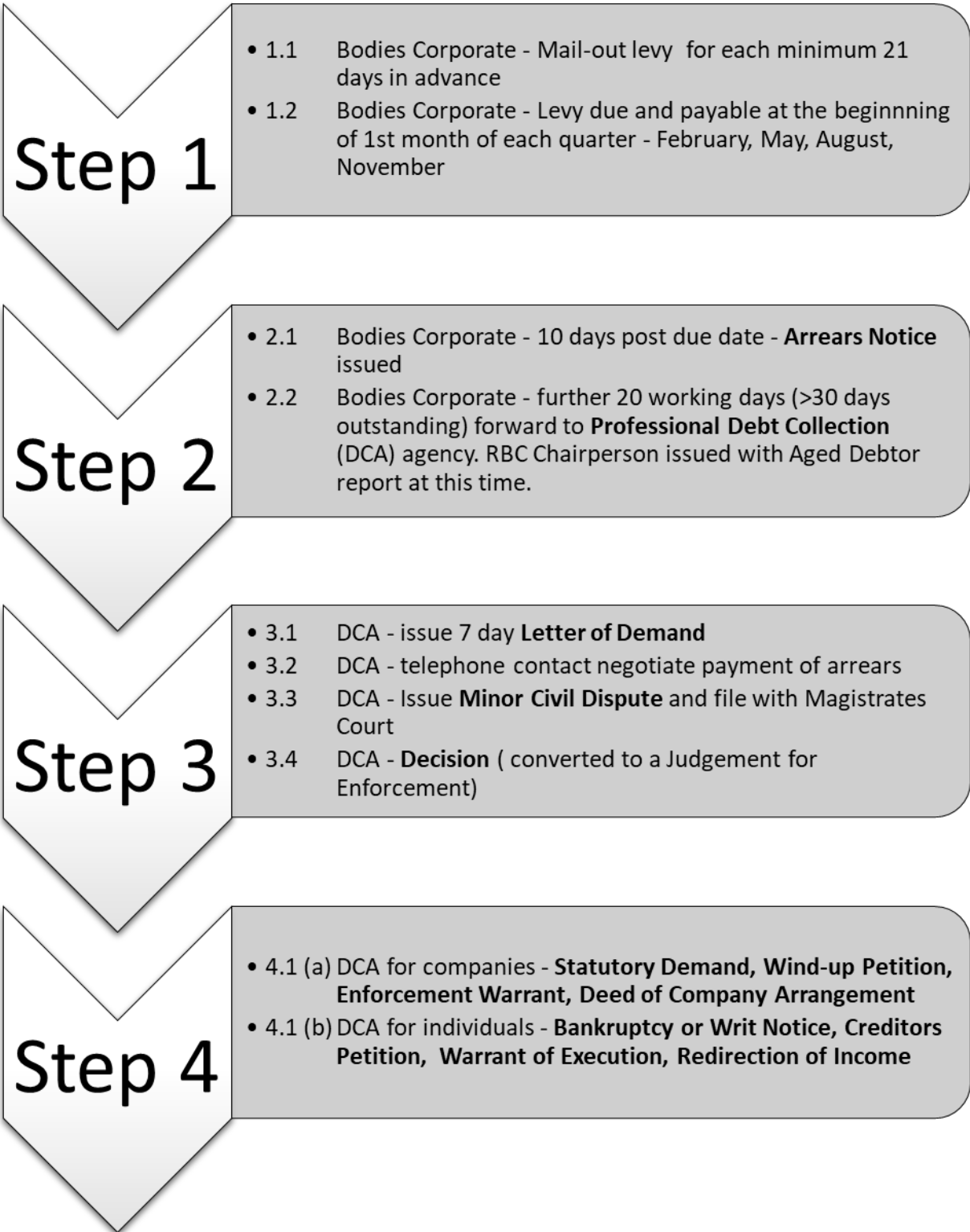
The body corporate is the determining body for consideration of appeals, including consideration of a **Claim for Monies Owed – Form 23**.

A body corporate may not be in a position to credit costs incurred up to the point where they have approved a credit associated with a Claim for Monies Owed, such as Professional Debt Recovery agency and any other external agencies costs. These will generally be included in the amount owed by the Lot Owner.

If a Lot Owner wishes to challenge the decision of a body corporate, they may do so by lodging an application with an 'Appropriate Authority'.



BODY CORPORATE SERVICES		
BODY CORPORATE DEBT RECOVERY POLICY	DP400027 Version 15	Feb 2024





BODY CORPORATE SERVICES		
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SCALE OF DEBT RECOVERY CHARGES

ACTIVITY	DETAILS	CHARGES ¹³
STEP 1 – Issuing of Levy Notices	Charges are included in body corporate management fees	Nil
STEP 2 – Arrears Notice	Arrears Notice issued 10 days after due date	Nil
STEP 3 – Issue to Professional Debt Collection agency		
STEP 4 – Professional Debt Collection agency	Letter of Demand Claim and Statement of Claim Letter of Demand to Mortgagee Process Server – server fees Postal Service after issue of Statement of Claim Affidavit of Service of Statement of Claim Request for Certificate of Judgment Application for Default Judgment	min \$75.00 min \$463.20 min \$575.00 from \$75.00 to \$400.00 \$125.00 min \$175.00 min \$100.00 from \$150.00 to \$373.90
STEP 5 – Enforcement	Statutory Demand Wind-up Petition Enforcement Warrant Deed of Company Arrangement Writ Notice Bankruptcy Creditors Petition Warrant of Execution Redirection of Income	Prevailing professional charges
Appeal	Calling of body corporate meeting outside of normal meeting cycle	min \$350.00
Items outside the Fixed Pricing Schedule		From \$150.00 to \$550.00 per hour ex GST

¹³ All Charges are exclusive of GST (excl items outside fixed pricing schedule). Charges may vary from time to time. Please contact Sanctuary Cove Body Corporate Services for the most current Scale of Debt Recovery Charges

LEGAL COSTS OF RECOVERING OF THE UNPAID CONTRIBUTIONS:

Professional costs - Preparation and Filing of Statement of Claim:

Claim up to \$2,500	\$436.20 inc GST
Claim from \$2,501 to \$5,000.00	\$823.85 inc GST
Claim between \$5,000.01 to \$20,000.00	\$1,289.00 inc GST
Claim between \$20,000.01 to \$50,000	\$1,431.00 inc GST
Claim over \$50,000	\$1,629.00 inc GST
Process Servers fees:	\$75.00 to \$400.00 plus GST approx. (at cost)
Company and/or Title Searches	\$24.00 plus GST approx. (but at cost for price of search)
Court Filing Fee: claim up to \$2,500	\$197.50 inc GST
claim from \$2,501 to \$10,000	\$273.30 inc GST
Claim from \$10,001 to \$50,000	\$293.40 inc GST
Claim from \$50,001 to \$100,000	\$590.70 inc GST
Claim over \$100,000	\$737.20 inc GST

Undefended Matters: Professional Costs - Preparation of application for Default Judgment:

Default Judgment

Claim up to \$2,500	\$115.10 inc GST
Claim between \$2,500.01 to \$5,000.00	\$192.05 inc GST
Claim between \$5,000.01 to \$20,000.00	\$291.15 inc GST
Claim between \$20,000.01 to \$50,000.00	\$319.65 inc GST
Claim over \$50,000	\$428.35 inc GST
Certificate of Judgment	\$150.00 plus GST

Enforcement of Default Judgment:

Enforcement warrant for seizure and sale	\$467.50 inc GST
Registration of enforcement warrant on title	\$275 inc GST
Court fee for certified copy of judgment/court document	\$29.90 inc GST
Issue of Bankruptcy Notice or Statutory Demand	\$450.00 plus GST
AFSA Filing Fee for Bankruptcy Notice	\$470.00 inc GST

Other costs not included in the Courts scale fees above that may be charged:-

Letter of Demand (standard)	\$75.00 plus GST (\$125.00 plus GST for multiple lot letter)
Professional Costs for general preparation of matter up to entering judgment if undefended	\$110.00 plus GST
Letter to Debtor	\$125.00 plus GST
Letter to Mortgagee	\$575.00 plus GST
Affidavit of Service	\$175 plus GST
Application for substituted service of Claim	\$750 to \$1,250 plus GST
Commercial Investigators SKIP Trace fee	\$180.00 - \$250.00 per debtor (at cost) inc GST
Bankruptcy Proceedings commenced in the Federal Circuit Court	\$4,250.00 plus GST
Winding Up Proceedings commenced in the Supreme Court	\$4,250.00 plus GST

DISTRIBUTION: PBC	ATTACHMENTS: 5	DATE: FEB 2024
<p>MOTION</p> <p>RESOLVED That the PBC agrees to expend \$53,184.45 Inc GST plus a 10% contingency in the amount of \$5,318.45 Inc GST for the engagement of The Plant Management Company for the costs associated with undertaking Landscaping upgrade works at P56 – Schotia Park South Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.</p> <p>And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).</p> <p>FURTHER RESOLVED That the PBC agrees to expend \$41,395.75 Inc GST plus a 10% contingency in the amount of \$4,139.58 Inc GST for the engagement of The Plant Management Company to supply and install Hoop Pine Mulch at the P56 – Schotia Park South Garden. Funds to be expensed to Admin – 12421 – Mulch</p> <p>And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).</p>		

Objective

To design and undertake landscaping works in conjunction with Form Landscape Architects- Landscape Management Plan (LMP) to improve the overall look, appearance, and health of the landscaping assets at P56 – Schotia Park South Garden within Sanctuary Cove. (As pictured below)



Background

The Landscape Management Plan (LMP) provides the comprehensive framework for landscape upgrade works and serves as a guiding document to outline the objectives, strategies, and actions necessary to enhance and maintain the landscape in a specific area whilst considering various factors such as environmental considerations, site conditions, user requirements, and budgetary constraints.

Within the plan, all areas were ranked from -10 to 20, forming the basis for the phasing plan of future works. The areas were categorised into proposed precinct works or "itemized scope categories" and assigned a works percentage. This percentage allowed Management to calculate and allocate tasks based on the estimated budgets for each area's proposed works.

After considering the itemised scope categories and the requirements outlined in the three-year landscaping maintenance contract, extensive site inspections were conducted for the aforementioned PBC areas. These inspections, along with the input from the Schotia Body Corporate, helped to finalise the scope of works that includes detailed information on plant species, sizes, and quantities.

Scope of works

Please find attached scope of works, provided to qualified and reputable companies to quote.

Pricing (ex GST)

Companies were extended the opportunity to submit quotes for the specified works. However, despite the outreach, companies chose to decline the invitation or failed to provide any communication within the stipulated timeframe, thereby failing to meet the prescribed deadline for consideration.

This situation prompted the need for flexibility, leading to an adjustment in the required number of quotes approved by the PBC from three (3) to two (2).

Prices below are shown as ex GST

Company	Garden	Mulch	Total
Landscape Solutions	\$ 49,850.95	\$ 43,169.04	\$93,019.99
The Plant Management Co	\$ 48,349.50	\$ 37,632.50	\$85,982.00

Due to The Plant Management Company presenting the most competitive overall price and demonstrating a commendable track record of high-quality work on-site thus far, the recommendation is to grant the works to The Plant Management Company.

Attachments

1. Scope of works - P56 Schotia Park South
2. QU1260 - Plant Management Company - Garden Upgrade
3. Quote 2681 - Plant Management Company - Mulch
4. VR02-5151-0198- Landscape Solutions - Garden Upgrade
5. VR02-5151-0199 - Landscape Solutions - Mulch

Stage 3 - P56 – Schotia Park South





2033	<p>Expose edging. Prune hibiscus (into curve). Remove undesired species/weeds. Install soil with plantings. Infill 60 x 200mm liriopae evergreen Giant (road border)</p>
2035	<p>Expose edging. Remove callistemons. Light prune grevillea. Install underlay soil with turfing. Remove banksia from park middle and turf: 6m2 x Wintergreen Couch. Install soil with plantings. Install 1x 45L Tuckeroo. Infill bird of paradise (corner): 12 x 200mm Strelitzia reginae. Infill stripey white – border 2x rows: 108 x 200mm Liriopae Stripey White. Prune hedge – lily pilly and infill where required: 6 x 300mm Syzygium.</p>
2037	<p>Expose edging. Remove ground cover (purple flowers). Install soil with plantings. Infill crotons (crescent shape): 80 x 200mm Croton. Infill stripey white – border 2x rows: 100 x 200mm Liriopae Stripey White.</p>
2041	<p>Expose edging. Install soil with plantings. Infill stripey white – border 2x rows: 24 x 200mm Liriopae Stripey White. Infill crotons (crescent shape): 24 x 200mm Croton. Prune grevillea.</p>
2043	<p>Expose edging. Prune grevillea (light). Install soil with plantings. Infill stripey white – border 2x rows: 30 x 200mm Liriopae Stripey White. Infill crotons (crescent shape): 30 x 200mm Croton. Remove giant bird of paradise. Prune callistemon.</p>
2045	<p>Expose edging. Prune Lily pilly hedge - informal hedge – to max 2m height. Remove tuckeroo. Install soil with plantings. Infill stripey white – border 2x rows: 40 x 200mm Liriopae Stripey White. Infill crotons (crescent shape): 40 x 200mm Croton.</p>

	<p>Remove strelitzia. Lift brush box.</p>
2047	<p>Expose edging. Install soil with plantings. Infill croton: 40 x 200mm Croton. Infill agapanthus border: 40 x 200mm Agapanthus Blue. Prune Lily pilly hedge - informal hedge – to max 2m height (RHS). Hard prune lilly pilly LHS into shape. Remove metro from rear of property. Plant 2 x 45L Kauri pines as pictured above (see management for position).</p> <p>Corner Park Install soil with plantings. Agapanthus triangle: 60 x 200mm Agapanthus Blue. Infill cordylines – red rubra: 48 x 200mm Cordyline red rubra. Infill lirioppe border: 40 x 200mm Lirioppe Stripty White.</p> <p>Side of 2047 Remove kiwi metros. Prune hedge. Install soil with plantings. Infill spider lily border: 180 x 200mm Spider Lily. Plant cordylines (Red rubra) near large tree: 40 x 200mm Cordyline red rubra</p> <p>Roadside Remove kiwi/metros from around tree. Install soil with plantings. Infill lirioppe (road facing): 72 x 200mm Lirioppe Stripty White.</p>

2091	<p>Side Remove undesired species/weeds. Install soil with plantings. Infill agapanthus border: 120 x 200mm Agapanthus Blue. Prune hedges to consistent shape</p> <p>Rear Prune shape hedge. Remove undesired species/weeds. Tidy lirioppe border. Prune viburnum – informal hedge. Remove umbrella tree.</p>
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	<p>Install soil with plantings. Plant cordylines in gap – Red rubra: 60 x Cordyline red rubra.</p>
2093	<p>Install soil with plantings. Liriope Border – Tidy/define/infill: 84 x 200mm Liriope Evergreen Giant. Prune back callistemon (informal hedge by 1/2),</p>
2095	<p>Install soil with plantings. Infill Stripey white border x2 rows: 112 x 200mm Liriope Stripey White. Remove plants LHS – plant cordylines Red rubra: 12 x Cordyline red rubra. Remove strelitzia & dead callistemon.</p>
2097	<p>Shape bougainvillea. Install soil with plantings. Infill Spider lily border – x2 rows LHS of bougainvillea: 48 x 200mm Spider Lily. Infill Stripey white border x2 rows RHS of bougainvillea: 120 x 200mm Liriope Stripy White. Shape metro Remove weeds</p>

Garden 1	<p>Remove undesired species (self seeders/weeds). Install soil with plantings. Remove liriope: 6 x 200mm Strelitzia reginae. Infill agapanthus –border: 24 x 200mm Agapanthus Blue. Remove metro Fiji fire. Remove Xanadu/heliconias replace with crotons: 48 x 200mm Croton. Prune by species. Lift/shape pendas.</p>
Garden 2	<p>Remove undesired species (self seeders/weeds). Install soil with plantings. Infill crotons: 12 x 200mm Crotons. Infill Stripey white border x2 rows. 96 x 200mm Liriope Stripey White. Infill bird of paradise: 4 x 200mm Strelitzia reginae. Prune hibiscus hedge LHS. Lift/shape pendas. Remove Callistemon LHS.</p>
Garden 3	<p>Remove weeds. Lift/shape trees. Prune hibiscus (LHS). Remove agapanthus.</p>

	<p>Remove lirioppe. Install soil with plantings. Plant bird of paradise in style of garden 2: 34 x 200mm Strelitzia reginae.</p>
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QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
Shop 1A, Building 1, Masthead Way
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1260
Quote Date: 10 July 2023
Quote Valid: 9 August 2023
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 1 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

Dear Shanyn,

Thank you for the opportunity to supply the following quotation for SCR Schotia Island Park South Landscape Upgrades located at The Circle as requested.

The work would be carried out by our professional uniformed staff. If you would like works to proceed or have any queries, please contact me when convenient as per the details below.

Regards,

Dale Godfrey
Area Supervisor
The Plant Management Company
Tel: 0732684101
Mob: 0421384049
Email: dgodfrey@pmhort.com.au

QUOTATION

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Quote | SCR Schotia Island Park South Landscape Upgrades

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Quote Breakdown:

Garden 2033

2033

Expose edging.
Prune hibiscus (into curve).
Remove undesired species/weeds.
Install soil with plantings.
Infill 60 x 200mm liriopoe evergreen Giant (road border)

Garden 2035

2035

Expose edging.
Remove callistemons.
Light prune grevillea.
Install underlay soil with turfing.
Remove banksia from park middle and turf: 6m2 x Wintergreen Couch.
Install soil with plantings.
Install 1x 45L Tuckeroo.
Infill bird of paradise (corner): 12 x 200mm Strelitzia reginae.
Infill stripey white – border 2x rows: 108 x 200mm Liriopoe Stripey White.
Prune hedge – Lilly Pilly and infill where required: 6 x 300mm Syzygium.

Garden 2037

2037

Expose edging.
Remove ground cover (purple flowers).
Install soil with plantings.

QUOTATION

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Quote | SCR Schotia Island Park South Landscape Upgrades

.....
Infill crotons (crescent shape): 80 x 200mm Croton.
Infill stripey white – border 2x rows: 100 x 200mm Liriope Stripey White.

Garden 2041

2041

Expose edging.
Install soil with plantings.
Infill stripey white – border 2x rows: 24 x 200mm Liriope Stripey White.
Infill crotons (crescent shape): 24 x 200mm Croton.
Prune grevillea.

Garden 2043

2043

Expose edging.
Prune grevillea (light).
Install soil with plantings.
Infill stripey white – border 2x rows: 30 x 200mm Liriope Stripey White.
Infill crotons (crescent shape): 30 x 200mm Croton.
Remove giant bird of paradise.
Prune callistemon.

Garden 2045

2045

Expose edging.
Prune Lily pilly hedge - informal hedge – to max 2m height.
Remove tuckeroo.
Install soil with plantings.
Infill stripey white – border 2x rows: 40 x 200mm Liriope Stripey White.
Infill crotons (crescent shape): 40 x 200mm Croton.

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Quote | SCR Schotia Island Park South Landscape Upgrades

.....
Remove strelitzia.
Lift brush box.

Garden 2047

2047

Expose edging.
Install soil with plantings.
Infill croton: 40 x 200mm Croton.
Infill agapanthus border: 40 x 200mm Agapanthus Blue.
Prune Lily pilly hedge - informal hedge – to max 2m height (RHS).
Hard prune Lilly Pilly LHS into shape.
Remove metro from rear of property.
Plant 2 x 45L Kauri pines as pictured above (see management for position).

Garden 2047 Corner Park

2047 Corner Park

Install soil with plantings.
Agapanthus triangle: 60 x 200mm Agapanthus Blue.
Infill cordylines – red rubra: 48 x 200mm Cordyline red rubra.
Infill liriopse border: 40 x 200mm Liriopse Stripey White.

Garden 2047 Side Garden

2047 Side Garden

Remove kiwi metros.
Prune hedge.
Install soil with plantings.
Infill spider lily border: 180 x 200mm Spider Lily.
Plant cordylines (Red rubra) near large tree: 40 x 200mm Cordyline red rubra

QUOTATION

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Pages: Page 5 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

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Garden 2047 Roadside Garden

2047 Roadside Garden

Remove kiwi/metros from around tree.
Install soil with plantings.
Infill lirioppe (road facing): 72 x 200mm Lirioppe Stripey White.

Garden 2091 Side Garden

2091 Side Garden

Remove undesired species/weeds.
Install soil with plantings.
Infill agapanthus border: 120 x 200mm Agapanthus Blue.
Prune hedges to consistent shape

Garden 2091 Rear Garden

2091 Rear Garden

Prune shape hedge.
Remove undesired species/weeds.
Tidy lirioppe border.
Prune viburnum – informal hedge.
Remove umbrella tree.
Install soil with plantings.
Plant cordylines in gap – Red rubra: 60 x Cordyline red rubra.

Garden 2093

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Quote | SCR Schotia Island Park South Landscape Upgrades

2093

Install soil with plantings.
Liriope Border – Tidy/define/infill: 84 x 200mm Liriope Evergreen Giant.
Prune back callistemon (informal hedge by 1/2),

Garden 2095

2095

Install soil with plantings.
Infill Stripty white border x2 rows: 112 x 200mm Liriope Stripty White.
Remove plants LHS – plant cordylines Red rubra: 12 x Cordyline red rubra.
Remove strelitzia & dead callistemon.

Garden 2097

2097

Shape bougainvillea.
Install soil with plantings.
Infill Spider lily border – x2 rows LHS of bougainvillea: 48 x 200mm Spider Lily.
Infill Stripty white border x2 rows RHS of bougainvillea: 120 x 200mm Liriope Stripty White.
Shape metro.
Remove weeds.

Garden 1

Garden 1

QUOTATION

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Pages: Page 7 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

.....
Remove undesired species (self seeders/weeds).
Install soil with plantings.
Remove liriopae. 6 x 200mm Strelitzia reginae.
Infill agapanthus –border: 24 x 200mm Agapanthus Blue.
Remove metro Fiji fire.
Remove Xanadu/heliconias replace with crotons: 48 x 200mm Croton.
Prune by species.
Lift/shape pendas.

Garden 2

Garden 2

Remove undesired species (self seeders/weeds).
Install soil with plantings.
Infill crotons: 12 x 200mm Crotons.
Infill Stripey white border x2 rows. 96 x 200mm Liriopae Stripey White.
Infill bird of paradise: 4 x 200mm Strelitzia reginae.
Prune hibiscus hedge LHS.
Lift/shape pendas.
Remove Callistemon LHS.

Garden 3

Garden 3

QUOTATION

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Pages: Page 8 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

.....
Remove weeds.
Lift/shape trees.
Prune hibiscus (LHS).
Remove agapanthus.
Remove liriopae.
Install soil with plantings.
Plant bird of paradise in style of garden 2: 34 x 200mm Strelitzia reginae.

Investment

Subtotal:	\$48,349.50
GST:	\$4,719.42
Total:	\$53,068.92

Materials

Garden 2033

Quantity	Unit	Description
60	200mm	Liriopae Stripecy White

Materials

Garden 2035

Quantity	Unit	Description
108	200mm	Liriopae Stripecy White
12	200mm	Strelitzia reginae.
1	45L	Cupaniopsis anarcardioides
6	m2	Couch - Wintergreen

QUOTATION

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Pages: Page 9 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

2	m3	Organic Garden Soil
0.25	m3	Turf Underlay

Materials

Garden 2037

Quantity	Unit	Description
100	200mm	Liriope Stripey White
80	200mm	Codiaeum variegatum Large Leaf
0.5	m3	Organic Garden Soil

Materials

Garden 2041

Quantity	Unit	Description
24	200mm	Liriope Stripey White
80	200mm	Codiaeum variegatum Large Leaf
0.5	m3	Organic Garden Soil

Materials

Garden 2043

Quantity	Unit	Description
30	200mm	Liriope Stripey White
30	200mm	Codiaeum variegatum Large Leaf
0.25	m3	Organic Garden Soil

Materials

Garden 2045

QUOTATION

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Pages: Page 10 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

Quantity	Unit	Description
40	200mm	Liriope Stripey White
40	200mm	Codiaeum variegatum Large Leaf
0.25	m3	Organic Garden Soil

Materials

Garden 2047

Quantity	Unit	Description
40	200mm	Codiaeum variegatum Large Leaf
2	45L	Agathis robusta
40	200mm	Agapanthus praecox Blue
0.5	m3	Organic Garden Soil

Materials

Garden 2047 Corner Park

Quantity	Unit	Description
60	200mm	Agapanthus praecox Blue
48	200mm	Cordyline fruticosa - Rubra
40	200mm	Liriope Stripey White
0.25	m3	Organic Garden Soil

Materials

Garden 2047 Side Garden

Quantity	Unit	Description
40	200mm	Cordyline fruticosa - Rubra

QUOTATION

Customer

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Pages: Page 11 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

180	140mm	Hymenocallis littoralis
0.5	m3	Organic Garden Soil

Materials

Garden 2047 Roadside Garden

Quantity	Unit	Description
72	200mm	Liriope Stripey White
0.15	m3	Organic Garden Soil

Materials

Garden 2091 Side Garden

Quantity	Unit	Description
120	200mm	Agapanthus praecox Blue
0.25	m3	Organic Garden Soil

Materials

Garden 2091 Rear Garden

Quantity	Unit	Description
60	200mm	Cordyline fruticosa - Rubra
0.22	m3	Organic Garden Soil

Materials

Garden 2093

Quantity	Unit	Description
----------	------	-------------

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
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Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

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Pages: Page 12 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

84	200mm	Liriope Evergreen Giant
0.25	m3	Organic Garden Soil

Materials

Garden 2095

Quantity	Unit	Description
112	200mm	Liriope Stripey White
12	200mm	Cordyline fruticosa - Rubra
0.25	m3	Organic Garden Soil

Materials

Garden 2097

Quantity	Unit	Description
120	200mm	Liriope Stripey White
48	140mm	Hymenocallis littoralis
0.5	m3	Organic Garden Soil

Materials

Garden 1

Quantity	Unit	Description
6	200mm	Strelitzia reginae.
48	200mm	Codiaeum variegatum Large Leaf
24	200mm	Agapanthus praecox Dwarf Blue
0.25	m3	Organic Garden Soil

Materials

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
Shop 1A, Building 1, Masthead Way
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

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Sanctuary Cove QLD 4212
Pages: Page 13 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

Garden 2

Quantity	Unit	Description
4	200mm	Strelitzia reginae.
48	200mm	Codiaeum variegatum Large Leaf
96	200mm	Liriope Stripey White
0.5	m3	Organic Garden Soil

Materials

Garden 3

Quantity	Unit	Description
34	200mm	Strelitzia reginae.
0.5	m3	Organic Garden Soil



QUOTATION

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Quote No: QU1260
Quote Date: 10 July 2023
Quote Valid: 9 August 2023
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 14 of 14

Quote | SCR Schotia Island Park South Landscape Upgrades

Agreement and Contract Notes

Notes:

- All works to be performed as per our standard terms and conditions, a copy of which is available upon request.

----- END -----

Landscape Proposal

SCR PBC Quote 2681



April 04, 2023



The Plant Management Company
1298 Wynnum Rd
Tingalpa, Brisbane, 4173
07 3268 4101
ABN 18 065 340 052



Quote 2681

Customer

Sanctuary Cove Resort PBC / Shanyn Fox
PO Box 15, Office 6, Building 5 Masthead W:
Gold Coast, 4212
07 5500 3333

Customer Number 6
Quote Date March 30, 2023
Expiration Date April 29, 2023
Proposal Number 2023-1833

Size/Unit	Description	Quantity
m3	Mulch	245.00

Notes: Schotia Park Mulch Install
Please refer to attached map for locations.
Supply and install "A" grade 1 inch hoop pine.

Subtotal	\$37,362.50
Tax	\$3,736.25
Total	\$41,098.75

Thank you for the opportunity to supply the following quotation for mulch installation located at Schotia Island as discussed.

The work would be carried out by our professional uniformed staff. If you would like work to proceed or have any queries please contact me or Mason Howarth at your convenience.

Dale Godfrey

Area Supervisor Gold Coast
The Plant Management Company
E: dgodfrey@pmhort.com.au
P: 0421 384 049

Mulch

Mulch 1 inch hoop pine



Classification	Groundcover, Mulch
Height	
Width	
Color	
Flower Color	
Flower Season	
Sun	
Soil	
Climate Zones	1,2,3,4,5,6,7,8,9,10
Care Information	

Description Attractive brown bark mulch. Interlocks to form a stable mulch layer. Ideal for sloping sites or high profile gardens. Will not wash away easily. Suitable for most situations..

Excellent choice for high profile sites. The open form of this mulch allows for good water penetration and retention, weed suppression and nutrient availability. For optimum results, 1" Hoop Bark should be installed to a depth of approximately 7.5 - 10 cm.

Enhancement Request



To :

Company : Sanctuary Cove Principal

Address : Body Corporate GTP 202
PO Box 15
Sanctuary Cove, QLD 4212

Landscape Solutions Maintenance Pty Ltd
ABN : 60097217493
PO Box 669, Seven Hills, NSW 1730
Ph : 1300 653 013 Fax: +61 2 8805 6299

Enhancement No VR02-5151-0198

Date: 26/10/2023

Originator: Brendan Day

Project : 02-5151 (Sanctuary Cove Residential)

Enhancement Title: Schotia Park South

Contract Value Ammendment

Enhancement Request No	Description	Price
VR02-5151-0198	Schotia Park South Scope of Works sent by Shanyn Fox (Scope attached for reference)	\$ 49,850.95

Please note all prices are excluding GST.
Landscape Solutions requires the response as soon as possible to avoid any potential delay.

Please approve above works in order to proceed.

Client Approval Signature

Printed Name

Reference
Docs

Brendan Day

QLD Maintenance

Enhancement Request



To :

Company : Sanctuary Cove Principal

Address : Body Corporate GTP 202
PO Box 15
Sanctuary Cove, QLD 4212

Landscape Solutions Maintenance Pty Ltd
ABN : 60097217493
PO Box 669, Seven Hills, NSW 1730
Ph : 1300 653 013 Fax: +61 2 8805 6299

Enhancement No VR02-5151-0199

Date: 30/10/2023

Originator: Brendan Day

Project : 02-5151 (Sanctuary Cove Residential)

Enhancement Title: Schotia Park South - Mulch installation

Contract Value Amendment

Enhancement Request No	Description	Price
VR02-5151-0199	- Supply and install 245m ³ x 1" Hoop Pine Mulch to Schotia Park South Garden Beds. - Mulch will be spread out and levelled by man and machine.	\$ 43,169.04

Please note all prices are excluding GST.

Landscape Solutions requires the response as soon as possible to avoid any potential delay.

Please approve above works in order to proceed.

Client Approval Signature

Printed Name

Reference
Docs

Brendan Day

QLD Maintenance

**CORRESPONDENCE
FOR INFORMATION**



NOTES FROM INFORMAL MEETING WITH SC PBC MEMBERS NOMINEES 08/01/2024

SUBJECT : Feedback re Response to Tornado 25/12/2023

PURPOSE

1. To identify actions that worked well, those that did not, and unexpected outcomes.
2. To provide feedback to be included in SCBCS's evaluation of their coordinated response.
3. To recommend actions and strategies that will improve planning and responding to future critical incidents in Sanctuary Cove.

MN's expressed gratitude and thanks to the teams, contractors, and emergency response personnel responsible for addressing the vast number of tasks associated with extensive power outage, blocked roads, medical emergencies, potential risks to safety and other identified risks.

As a 1 in 20 year event, the tornado and ensuing storm created a number of anticipated issues.

Following are some of the unexpected problems:

- An extended period of 3 days without power;
- Loss of all communication technology;
- Ongoing risk of harm from debris and affected trees;
- Absence of communication and contact personnel for assistance from SCBCS;
- Extreme heat.
- Inoperable security gates and alarms.

RECOMMENDATIONS & ACTIONS

1. Identify a central meeting point where residents can access power, information and assistance.
Suggestion : Meeting rm1 SCBCS where a generator and key personnel are available. PBC chairperson or delegate to hold a key.
2. SC Body Corporate Manager to provide a copy of the SC Emergency Response plan to the PBC & PTBC Chairperson. Remove personal contact details and publish on the SC soon to be completed website. Include Chairpersons as participants on the communication tree.
3. SC Body Corporate Manager to identify the site based manager or delegate as the response coordinator. This action is imperative when large numbers of personnel are on leave.
4. Site Manager & PBC Chairperson to coordinate regular communication of updates and support to residents.
5. SCBCS to prepare a checklist of safety actions and acquisitions for residences.
6. PBC & Security manager to ensure a neighbourhood check for isolated residents and those reliant on devices to support health issues.
7. PBC to explore the installation of satellite connection to facilitate communication when regular options are inoperable.
8. PBC to establish a volunteer group should emergency personnel be overextended.
9. SCBCS to provide advice re insurance claims.
10. Review SC Emergency Plan to reflect recent learnings



11. PBC Chairperson or delegate to seek participation in the SCBCS evaluation of the response as a representative of the residents and to provide their feedback.

Many thanks to all Members Nominees who canvassed the opinion of their constituents and provided input to this meeting. The manner in which all attendees approached the task was positive and demonstrated a determination to put into practice the wisdom gained in the aftermath of the tornado.

Kind regards,
Stuart Shakespeare
PBC Chairperson

ITEM 2

(Received 30/1/2024)

Good Morning Dale,

I write to you in my capacity as the recently elected Secretary of the Sanctuary Cove Principal Body Corporate GTP202 (PBC).

My intention is to fulfill the role to my utmost ability and in the best interests of the Sanctuary Cove lot owners. I believe we can work together to ensure that the lot owners receive excellent quality and efficient service.

Currently you have the delegated powers, authorities, duties, and functions by instrument in writing via the Management & Administration Agreement.

SCRA s47AB (5) states, *“notwithstanding any delegation made under subsection (1), the principal body corporate may continue to exercise or perform all or any of the powers, authorities, duties of functions delegated by it.”*

I intend to undertake those governance related duties that are relevant to my role and expected by the Sanctuary Cove lot owners. I do not intend to interfere with the daily organisational tasks that you currently perform. To do so could reduce the efficiency of your team.

Please refrain from signing any documents incorrectly addressed to you as the Secretary of the PBC and do not write ‘For and on behalf of the Secretary of the PBC’ without my knowledge and agreement. Please forward any communications that are pertinent to my role as soon as possible and please inform the relevant bodies of my election to the PBC’s Secretary’s position.

To facilitate a cooperative working relationship, I request that we meet, as soon as possible, now that you have returned from annual leave, to discuss our relevant ‘powers and duties’.

Should you have any queries or concerns please contact me at your earliest convenience.

Your sincerely,

Brian Earp.

Secretary – Principal Body Corporate GTP202.